

# POLICY MANUAL



2019 EDITION

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# Introduction

The intent of this manual is to provide one document/repository for all needed policies throughout STARFLEET Region 3. This will be updated as needed. Each policy will mention the originating authority (which will inform as to the authority needed to edit/amend/dismiss each policy in the future).

## Data Protection Policies

(Set by the Regional Coordinator)

As required by STARFLEET International (SFI), and other international regulations; i.e. the European Union's (EU) General Data Protection Regulation (GDPR), STARFLEET Region 3 (Region 3) will protect members' data via the following policies.

### Trusted Third Party use -

STARFLEET Region 3 will only use technologies that are GDPR compliant themselves, and are intended to pass that compliance onto the users. Presently Region 3 uses the following:

- Google Drive for all staff collaborative data processing and storage. Storage on personal computers/devices is prohibited - all work containing personal data will be processed within Google Drive. Google backup/sync must be disabled. This ensures all data is secure at rest and while 'in transit'/being processed. We must have consent to store and process EU member data on systems outside the EU.
- Wordpress - Our web site is built on Wordpress, which has recommended settings for GDPR compliance. Region 3 will implement and maintain those settings.
- A Small Orange is our present hosting provider. Their service to us is in compliance with GDPR. However, we must have consent to store and process EU member data on systems outside the EU.
- Our payment processing services will be GDPR compliant. At present Paypal and Square are our processing services.

## Region Staff data usage policy -

Region 3 staff, during the course of their duties, will encounter member personal data. Staff members will remain aware of the source of data, the intended use of that source, and abide by that intended use.

- Data from the SFI Database belongs to SFI - not Region 3. Region 3 will not use this data for any other purpose, nor store it anywhere other than the SFI database.
- Data from various forms (awards/promotions, etc.) are only to be used for the purposes those forms stipulate. Data manipulation will happen on Google Drive, to ensure data is secure at rest and in transit.
- Data from event registrations shall only be used for the purposes inherent to that event. Data manipulation will happen on Google Drive and our website(s), to ensure data is secure at rest and in transit.
- Data collected for the purposes of communication (email lists) may not be used on other lists or communications mediums without prior consent of the individual members.
  - Exception. CO's and XO's will be placed on the Region CCO list, unless they explicitly state otherwise. This is a function of being in those posts within Region 3.
- Member personal data will not be transmitted via email, or other non-secure means.

## Financial Policies

(Set by the Regional Coordinator)

### Financial Institutions

Region 3 will use a Federal Deposit Insurance Corporation (FDIC) member bank or a National Credit Union Administration (NCUA) member credit union to store Region funds. Currently Region 3 uses Frost Bank (<https://www.frostbank.com/fdic>) for both the primary regional operating funds and the Regional Assistance Fund.

Region 3 uses PayPal as a payment processing service. The Region may keep an amount of funds in the Region PayPal account, as recommended by the Region Financial Officer (RFO).

All regional transactions will be recorded and filed in the Region 3 shared drive, under the RFO folder for that year.

### Financial services

Region 3 currently uses PayPal and Square as payment processing and electronic transfer services. Any such services must be researched and found to be of the top-rated services, and be approved by the Region Financial Committee.

Region 3 will not, at any time, utilize any lines of credit or loans, or incur interest charges relating to such services.

### Events

Region 3 may spend operational funds to support events that are deemed beneficial to the Region and its members, as determined by R3 Staff. This includes the Region 3 Annual Summit. Support of events can, and often will, include deposits to reserve venues.

All supported events **MUST** have a budget that clearly demonstrates a reasonable expectation to make at least as much money in profit as the original deposit, preferably more.

Region 3 operational funds will not cover the costs of any specific member to attend any event. Event planners may work such options (i.e. bringing the Commander, STARFLEET to Summit) into their budget, but the budget still must show that the event is expected to return Region 3 the initial deposit, if not more.

Any deviations from this policy must be approved by the financial committee, and demonstrate a significant benefit to Region 3 members.

## Products

Region 3 may spend operational funds to procure products that R3 staff believe will be of interest and value to the membership. These products should remain focused on Region 3. Prior to a bulk purchase, R3 staff members should research the items to gauge interest. All purchases should have a reasonable expectation to have a return on investment over a reasonable time.

Any deviations to this must be approved by the financial committee, and demonstrate a significant benefit to Region 3 members.

## Event Ticketing Policy

(Set by the Regional Coordinator)

With the purchase of FooEvents, Region 3's current ticketing solution, the Region is able to offer to host event ticketing to subordinate units (Chapters, 3BDE, Marine units, etc.) for their own events. This takes a fair amount of work for R3 staff, and will require sufficient prior coordination. In order for R3 to host the event ticketing for your group you will need:

- Minimum of 30 days prior to the event, notify R3 staff with all details.
- A PayPal account to receive funds from R3 (if it is a paid event).
- Two points of contact for the event (a chair and co-chair).
- Event must comply with all local laws, regulations and venue rules.

## Social Media Policies

(Set by the Regional Coordinator)

Social media is a critical aspect of communications within the Region and from the Region to the general public. These general policies will govern how the Region utilizes these technologies.

### Facebook

Region 3 will utilize both a private (Closed) Facebook group and a public Facebook Page.

The Public Page will be run by the communications department, with the assistance of members from the Operations Department. Postings should focus on Region and chapter events - both before they occur and after. This page is a recruiting and awareness platform, and to be used as such.

The Closed Facebook Group will be run by the communications department. Any member of SFI in good standing may be added to the group.

Posts should be PG-13 rating equivalent and related to:

Star Trek

Science

Science Fiction

History (of the above)

Local events that may be of interest to us as a Star Trek fan group

STARFLEET, Regional and chapter events

Posts may not contain:

Selling or soliciting of goods or services

Anything political or expressing a political opinion

Derogatory or inflammatory language and certainly no foul language

Derision toward any member

Consequences for violating the guidelines

First offense: Warning from an administrator and removal/denial of your post

Second offense: Removal from the group

***STARFLEET Region 3 Policy Manual, November 2018 edition***

## Promotion Policies

(Set by the Regional Coordinator)

Promotions within the fictional rank structure of STARFLEET and the STARFLEET Marine Corps shall be handled in accordance with the STARFLEET Membership Handbook. Typically all ranks below O-6 will be handled by the Chapter CO's. The RC will act as the CO in this capacity for Unassigned members. Promotion requests up through the rank of Captain may be submitted to the RC at [RC@region3.org](mailto:RC@region3.org)

### Promotion to O-6

In addition to meeting the requirements as defined in the Flag Promotion Criteria (24 Months in STARFLEET, and have completed both Officer Candidate School, and Officer Command College SFA courses), the nomination must clearly demonstrate a level of dedication and effort equal to or greater than that expected of a successful Chapter CO for at least one full year. A promotion board will be assembled for each nomination to judge it against this criteria. Promotions up to O-6 may be submitted via the form on the Region 3 website:

<http://region3.org/wp/member-recognition/promotions/>.

The Board shall consist of:

Chief Admin Officer

Chief of Operations

Chapter CO from a zone other than the nominee and nominator

Region Flag Lieutenant (or other available Region 3 staff member as needed)

RC or VRC (if the RC could be presumed to be biased due to circumstances - the VRC will remain as an observer to the process regardless of voting status on the panel)

### Promotion Recommendations to and above O-7

Promotion nominations to Fleet Captain and Above may be submitted to STARFLEET at: <http://sfi.org/promotions>. Anyone may nominate individuals who meet the required criteria (found at <http://sfi.org/?wpdmdl=10074>). The Executive Committee is the sole body to review and approve each Flag Promotion nomination, however the recommendation of the nominee's Regional Coordinator, or endorsement, is solicited.



To receive a flag promotion recommendation from Region 3, in addition to meeting the requirements as defined in the Flag Promotion Criteria, the nomination must clearly demonstrate a continued level of dedication at or above the Regional level, or otherwise present a compelling exception for this honor. The RC will take advice from the Chief Admin Officer, Vice-Regional Coordinator, and Chief of Operations before submitting any such recommendations.

## All other promotions

Promotions from E-1 - O-5 for unassigned members/Marine Expeditionary Units (MEUS) up through O-5 can be submitted via the promotion form on the Region 3 website: <http://region3.org/wp/member-recognition/promotions/>. Any member may submit a nomination. The primary criteria on these promotions will be time spent in previous grade (TIG), successful completion of required course work, and demonstrated activity. In the case of MEU promotions requests, the unit OIC opinion will be solicited, if the nomination is not originated by the OIC. For higher ranks, the Brigade OIC's opinion will be solicited.

### **Enlisted**

E-1 - no requirement

E-2 - 2 months TIG

E-3 - 3 months TIG

E-4 - 5 months TIG

E-5 - 6 months TIG, nomination must demonstrate activity that benefits other SFI members or the community since last promotion.

E-6 - 8 months TIG, nomination must demonstrate activity that benefits other SFI members or the community since last promotion.

E-7 - 10 months TIG, OTS complete, nomination must demonstrate activity that benefits other SFI members or the community, and leadership, since last promotion.

E-8 - 12 months TIG, nomination must demonstrate activity that benefits other SFI members or the community, and leadership, since last promotion. Brigade OIC solicited for MEU members.

E-9 - 18 months TIG, OCC complete, nomination must demonstrate activity that benefits other SFI members or the community at the region level or above, and leadership, since last promotion. Brigade OIC solicited for MEU members.

### **Warrant Officers**

*\*As SFMC are presently the only aspect that use warrant officers, SFMC tests will be the prime courseware considerations.*

W-1 5 months as E-5, PD-100, nomination must demonstrate activity that benefits other SFI members or the community since last promotion.

W-2 - 6 months TIG, LD-100, nomination must demonstrate activity that benefits other SFI members or the community since last promotion.

W-3 - 10 months TIG, LD-151, nomination must demonstrate activity that benefits other SFI members or the community since last promotion.

W-4 - 12 months TIG, LD-201, OTS, nomination must demonstrate activity that benefits other SFI members or the community at the brigade level or above, and leadership, since last promotion. Brigade OIC solicited for MEU members.

W-5 - 18 months TIG, LD-301, OCC, nomination must demonstrate activity that benefits other SFI members or the community at the brigade level or above, and leadership, since last promotion. Brigade OIC solicited for MEU members.

### **Officers**

O-1 no requirement

O-2 - 6 months TIG

O-3 - 10 months TIG, OTS, nomination must demonstrate activity that benefits other SFI members or the community since last promotion.

O-4 - 12 months TIG, nomination must demonstrate activity that benefits other SFI members or the community, and leadership, since last promotion. Brigade OIC solicited for MEU members.

O-5 - 18 months TIG, OCC, nomination must demonstrate activity that benefits other SFI members or the community, and leadership, since last promotion. Brigade OIC solicited for MEU members.

## Region 3/3rd Brigade Joint Equipment and Honor Guard policy

(Set by the Regional Coordinator and Brigade Officer in Charge)

As covered in the 26 June 2016 “Memorandum of Agreement (MoA) Between STARFLEET Region 3 and STARFLEET Marine Corps 3rd Brigade Concerning Honor Guard Functions and Jointly Held Equipment” and the updated 14 November 2018 MoA, Region 3 will continue to abide by this agreement (see Attachment A).

- All Honor Guard details for R3 events will be joint (Fleet and Marines welcome) details; led by the 3BDE
- All jointly held equipment will be inventoried annually, and lent out to chapters/units as much as possible; led by R3 QM

The MoA can be viewed here:

<https://drive.google.com/file/d/1Vb5079qpzxS7A71bAwqLxZ71pXXMQ8iu/view?usp=sharing>

Also attached on next page.

**Updated Memorandum of Agreement  
Between STARFLEET Region 3 and STARFLEET Marine Corps 3rd Brigade  
Concerning Honor Guard functions and jointly held equipment**

14 November 2018

Background:

Over the years it was noted that neither STARFLEET (SFI) Region 3 (R3) or STARFLEET Marine Corps (SFMC) 3rd Brigade (3BDE) possessed all the equipment, training, or manpower to reliably conduct honor guard details at the primary annual events - but could accomplish these jointly. This document is intended to codify that relationship, and expand it to other equipment, for the benefit of all members of R3/3BDE.

Honor Guard details:

From this date forth all honor guard functions shall be a joint effort between R3 and 3BDE. This program will be run by the 3BDE Sergeant Major (SGM) (or designated staff member) with the R3 Chief of Operations (OPS) (or designated staff member) as their deputy. The 3BDE takes lead on execution of all Honor guard functions due to the published guidance and training that the SFMC possess.

Training:

It is not required for responsible officers to be in a given detail, but they will oversee the appointment of the Honor Guard detail commander and ensure that commander is trained appropriately. If a chapter/unit chooses to appoint their own detail commander for a local function, the SGM and OPS will ensure they have the proper training in time for the event. This is required before equipment will be issued!

Equipment:

R3 and 3BDE jointly hold a great deal of equipment. The attachment to this letter establishes that equipment as of this date. If anything is added or removed both the Regional Coordinator (RC) and Brigade Officer in Charge (OIC) must be informed. The equipment will be managed and tracked by R3 Quartermaster (RQM) with assistance from 3BDE S4 Officer as their deputy. The Region shall take lead due to the wider array of events that may call for equipment to be loaned.

It is the intent that the equipment shall be made available to chapter and marine units to the highest degree that is feasible. Any and all equipment loans will be tracked with hand receipts, issued to a specific member, and detailing condition equipment was issued. All equipment will be inventoried and witnessed on returned, with

condition listed. Any disparity in condition will be noted and provided to the RC and OIC for action.

When at all possible equipment will be signed over to R3 or 3BDE staff vs members at large.

Approved events could include (but not limited to):

Chapter/unit milestone events, FLEET First events (conventions, charity tables, etc), other charity/fan table events, other events as approved by RC and OIC.

Inventory:

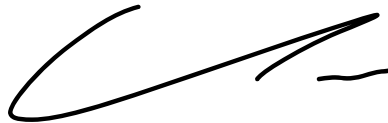
A full inventory will be conducted annually at R3 Summit. If summit is not held, it will be conducted remotely by RQM and S4, or at 3BDE muster, if it is held. Any deviation from this must have the approval of the RC and OIC.

Signed:



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Jeremy Carsten  
Region 3, Regional Coordinator



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Edward Tunis III  
Officer in Charge, 3rd Brigade